Please provide the following information, and submit to the NOAA DM Plan Repository.

Reference to Master DM Plan (if applicable)

As stated in Section IV, Requirement 1.3, DM Plans may be hierarchical. If this DM Plan inherits provisions from a higher-level DM Plan already submitted to the Repository, then this more-specific Plan only needs to provide information that differs from what was provided in the Master DM Plan.

URL of higher-level DM Plan (if any) as submitted to DM Plan Repository:

1. General Description of Data to be Managed

1.1. Name of the Data, data collection Project, or data-producing Program:
Enhanced Biological Sampling Data

1.2. Summary description of the data:
This is a database of a variety of biological, reproductive, and energetic data collected from fish on the continental shelf in the northwest Atlantic Ocean. Species sampled in this database thus far include winter flounder, yellowtail flounder, summer flounder, haddock, cusk, Atlantic wolffish, and Atlantic herring. Data are collected from fish provided principally from fishermen participating in the NECRP Study Fleet. Some fish are taken from other NECRP research studies, and a small number from NEFSC surveys and surveys by MADMF and URI GSO. The catch location data is provided in views from the relevant FVTR, SVDBS, or other tables for a few cooperative research or external programs. The biological data includes general physical data (weights, lengths, organ weights, macroscopic maturity stage), age data, and other reproductive data. Measures collected from preserved gonad samples includes data for estimation of fish fecundity (oocyte counts and diameters) and from grading gonad histology for determination of maturity and seasonal reproductive status. In addition, relative measures of energetic condition are collected (including tissue wet weight and dry weights and bioimpedance data), and for some fish food habits data were collected in the first 18 months of data collection.

1.3. Is this a one-time data collection, or an ongoing series of measurements?
Ongoing series of measurements

1.4. Actual or planned temporal coverage of the data:
2008-08 to Present

1.5. Actual or planned geographic coverage of the data:
W: -71.81315, E: -66.680077, N: 43.254015, S: 39.997518
Continental shelf in southern New England, Gulf of Maine, and Georges Bank

1.6. Type(s) of data:
(e.g., digital numeric data, imagery, photographs, video, audio, database, tabular data, etc.)

Table (digital)

1.7. Data collection method(s):
(e.g., satellite, airplane, unmanned aerial system, radar, weather station, moored buoy, research vessel, autonomous underwater vehicle, animal tagging, manual surveys, enforcement activities, numerical model, etc.)
Instrument: In lab, whole fish are weighed on a Mettler SB16001 Delta Range scale and fish parts are weighed on a Sartorius TEI535 or Practum scales. Ovarian subsamples are weighed on a Mettler AE200 scale. BIA data are collected with an RJL Systems Quantum X biochemical body composition analyzer. Oocyte whole mount images are taken on a Leica MZ6 dissecting scope with a DFC 295 camera. Gonad histology is read and images taken on a Nikon Coolscope II.
Platform: Fish are captured on commercial fishing vessels during normal fishing trips. A small subset of samples are also collected on various research survey vessels. Fish and retained samples are processed in the Woods Hole lab of the NEFSC.
Physical Collection / Fishing Gear: Fish are predominately captured using commercial bottom trawl nets. A small subset of samples were obtained from survey trawl nets with a lined cod end. Some fish were collected from gillnets, longlines, or other fishing gears.

1.8. If data are from a NOAA Observing System of Record, indicate name of system:

1.8.1. If data are from another observing system, please specify:

2. Point of Contact for this Data Management Plan (author or maintainer)

2.1. Name:
W. David McElroy

2.2. Title:
Metadata Contact

2.3. Affiliation or facility:
Northeast Fisheries Science Center

2.4. E-mail address:
dave.mcelroy@noaa.gov

2.5. Phone number:
508-495-2249

3. Responsible Party for Data Management

Program Managers, or their designee, shall be responsible for assuring the proper management of the data produced by their Program. Please indicate the responsible party below.

3.1. Name:
W. David McElroy

3.2. Title:

Data Steward

4. Resources

Programs must identify resources within their own budget for managing the data they produce.

4.1. Have resources for management of these data been identified?

Yes

4.2. Approximate percentage of the budget for these data devoted to data management (specify percentage or "unknown"):

Unknown

5. Data Lineage and Quality

NOAA has issued Information Quality Guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of information which it disseminates.

5.1. Processing workflow of the data from collection or acquisition to making it publicly accessible

(describe or provide URL of description):

Lineage Statement:
Fish samples are collected by cooperative research programs. Data were initially collected for the first 6 months of this program by hand on data sheets. The application express (APEX) form and oracle database were developed specifically for this project and began use in July 2010. Development of the software particular to the unique data for this project continues. Some tables are still in the developmental stage for some of the more unusual data types, and data is only partially loaded into Oracle tables.

5.1.1. If data at different stages of the workflow, or products derived from these data, are subject to a separate data management plan, provide reference to other plan:

5.2. Quality control procedures employed (describe or provide URL of description):

The APEX form used to enter the data contains numerous data quality control restrictions. Some of these mandate specific data be collected or fit specified formats and levels of precision. Many of the variables collected also have warning prompts to users for data outside of the ranges typically observed for a particular species.

6. Data Documentation

The EDMC Data Documentation Procedural Directive requires that NOAA data be well documented, specifies the use of ISO 19115 and related standards for documentation of new data, and provides links to resources and tools for metadata creation and validation.

6.1. Does metadata comply with EDMC Data Documentation directive?

Yes

6.1.1. If metadata are non-existent or non-compliant, please explain:

6.2. Name of organization or facility providing metadata hosting:
NMFS Office of Science and Technology

6.2.1. If service is needed for metadata hosting, please indicate:

6.3. URL of metadata folder or data catalog, if known:
https://inport.nmfs.noaa.gov/inport/item/26273

6.4. Process for producing and maintaining metadata
(describe or provide URL of description):
Metadata produced and maintained in accordance with the NMFS Data Documentation Procedural Directive: https://inport.nmfs.noaa.gov/inport/downloads/data-documentation-procedural-directive.pdf

7. Data Access
NAO 212-15 states that access to environmental data may only be restricted when distribution is explicitly limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by security requirements. The EDMC Data Access Procedural Directive contains specific guidance, recommends the use of open-standard, interoperable, non-proprietary web services, provides information about resources and tools to enable data access, and includes a Waiver to be submitted to justify any approach other than full, unrestricted public access.

7.1. Do these data comply with the Data Access directive?
Yes

7.1.1. If the data are not to be made available to the public at all, or with limitations, has a Waiver (Appendix A of Data Access directive) been filed?

7.1.2. If there are limitations to public data access, describe how data are protected from unauthorized access or disclosure:

7.2. Name of organization of facility providing data access:
Northeast Fisheries Science Center

7.2.1. If data hosting service is needed, please indicate:

7.2.2. URL of data access service, if known:

7.3. Data access methods or services offered:
Data access is restricted, contact Dave McElroy.

NEFSC Data Access Procedure:

1. Formal request in writing usually to the data owner/contact or Center Director;

2. Requester is contacted by data owner to review and verify the request content and details for data delivery options.

3. If data is confidential then owner will determine if the data may be released to the requester;

4. If data can be released, the data is downloaded and packaged for delivery electronically; or the requester may be directed to where the data is available online.

7.4. Approximate delay between data collection and dissemination:

Months to years, depending on the data type and intended outlet (e.g. preliminary meetings, reports, or peer reviewed publications). Processing time for some data types is also protracted and so there can be a long delay from the initial collection of the samples from the fish.

7.4.1. If delay is longer than latency of automated processing, indicate under what authority data access is delayed:

8. Data Preservation and Protection

The NOAA Procedure for Scientific Records Appraisal and Archive Approval describes how to identify, appraise and decide what scientific records are to be preserved in a NOAA archive.

8.1. Actual or planned long-term data archive location:

(Specify NCEI-MD, NCEI-CO, NCEI-NC, NCEI-MS, World Data Center (WDC) facility, Other, To Be Determined, Unable to Archive, or No Archiving Intended)

Other

8.1.1. If World Data Center or Other, specify:

NARA

8.1.2. If To Be Determined, Unable to Archive or No Archiving Intended, explain:

8.2. Data storage facility prior to being sent to an archive facility (if any):

Northeast Fisheries Science Center - Woods Hole, MA

8.3. Approximate delay between data collection and submission to an archive facility:

Unknown

8.4. How will the data be protected from accidental or malicious modification or deletion prior to receipt by the archive?

Discuss data back-up, disaster recovery/contingency planning, and off-site data storage relevant to the data collection

Data are backed up and stored on a schema on sole or several computers on site in the

Woods Hole lab that are backed up following the standard routines for all data at the NEFSC. The database also has data editing access limited to those principally collecting and auditing the data routinely.

9. Additional Line Office or Staff Office Questions

Line and Staff Offices may extend this template by inserting additional questions in this section.